

Switching to Docs from Microsoft Word

In Word...	In Docs...
<p>Share your document using Microsoft® SharePoint® or OneDrive®</p>	<p>Share your document from Docs</p> <div data-bbox="895 600 1406 994"><p>“</p><ol style="list-style-type: none">1. From a document, click Share.2. Under People, enter the email address of the person or group you want to share with.3. Click Edit and choose the access level.4. Click Send.</div> <p>For more details, see Get started with Docs.</p> <h3>Share your document with Word users</h3> <div data-bbox="895 1263 1406 1657"><p>“</p><ol style="list-style-type: none">1. From a document, click File > Email as attachment.2. Under Attach as, choose the format (Word, PDF, etc.).3. Enter the email address, subject, and message.4. Click Send.</div> <p>For more details, see Work with Microsoft Office files.</p>

In Word...	In Docs...
Collaborate in real-time in Word Online	<p>Collaborate in real-time in Docs</p> <p>When you share a document, depending on their access, collaborators can edit documents, add comments, and assign tasks.</p> <ul style="list-style-type: none">• To track changes, at the top right, click the Down arrow Down arrow. From the menu, set the mode to Suggesting.• To add and assign a comment:<ul style="list-style-type: none">“ 1. Select the text you want to comment on.2. Click Add comment Add comment.3. To assign a comment to someone, enter + and the person’s email.4. Enter your comment, then click Comment.

In Word...

Access version history in SharePoint or OneDrive

In Docs...

Access version history in Docs

- “
1. Select **File** and then **Version history** and then **See version history**.
 2. Click a time stamp to see a previous version of the file.
 3. (Optional) Do any of the following:

- “
- To make a previous version visible on the page, click the version, at the top,

In Word...

Track changes in a document

In Docs...

Make suggestions and comments

Make suggestions in a document

1	In the top corner, make sure you're in Suggesting mode, which may also appear as Suggest.
2	To suggest an edit, simply begin typing where you think the edit should be made in the document. Your suggestions appear in a new color, and text you mark to delete or replace is crossed out (but not actually deleted until the document owner approves the suggestion).
3	The document's owner will receive an email with your suggestions. When they click any suggestion, they can Accept Checkmark or Reject Close it.

Suggest edits

Add and assign comments in a document

- “
1. In [Docs](#), [Sheets](#), or [Slides](#), select the text you'd like to comment on.
 2. Click Add comment
Add comment.
 3. Enter your comment in the box.
 4. (Optional) To direct your task or comment to a specific person, enter a plus sign (+) followed by their email address. You can add as many people as you want. Each person will get an email with your comment and a link to the file.
 5. (Optional) To assign the comment to a specific person, check the **Assign to** box.
 6. Click **Comment** or **Assign**.

In Word...	In Docs...
<p>Open a Word document</p>	<p>Open a Word document</p> <div data-bbox="895 208 1406 510" style="border-left: 2px solid #003366; padding-left: 10px; background-color: #f0f0f0;"> <p>“</p> <ol style="list-style-type: none"> 1. In Drive, double-click a Word file. A preview of your file opens. 2. At the top, click Open with Google Docs. </div> <p>Any changes you make are saved to the original Microsoft Office file.</p> <p>For more details, see Work with Microsoft Office files.</p>
<p>Access a document offline in OneDrive</p>	<p>Access a document offline in Drive</p> <div data-bbox="895 757 1406 1417" style="border-left: 2px solid #003366; padding-left: 10px; background-color: #f0f0f0;"> <p>“</p> <ol style="list-style-type: none"> 1. Install the Google Docs Offline extension. 2. In Drive, click Settings Settings and then Settings. 3. In the Offline section, check the Create, open and edit your recent Google Docs, Sheets, and Slides files on this device while offline box. 4. Click Done. 5. Right-click a file and turn on Available offline. </div> <p>To learn how to access files offline from your desktop or mobile, see Access stored Drive files without the internet.</p>
<p>Save a document automatically in SharePoint or OneDrive or turn on AutoRecover</p>	<p>Save a document automatically in Drive</p> <p>Your document saves automatically in Drive as you work, so you don't need to click Save.</p>
<p>Insert pictures in your document</p>	<p>Add images to your document</p> <p>You can drag and drop images from your computer into your document. Or, click Insert and then Image and choose an image from Google Drive, Google Photos, the web, and more.</p> <p>For more details, see Add and edit images.</p>

In Word...	In Docs...
Add an Excel chart to your document	<p>Add a Sheets chart to your document</p> <div data-bbox="893 206 1406 589" style="border-left: 2px solid #003366; padding-left: 10px;"><p>“</p><ol style="list-style-type: none">1. In Sheets, select the chart you want to copy.2. At the top right, click More Moreand then Copy chart.3. In Docs, right-click and thenPaste.4. Click Paste.</div> <p>For more details, see Insert and edit charts.</p>

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